



# **E-GRANTS USER GUIDE**

## **PRINTING APPLICATIONS AND GRANT AWARD NOTICES**



**Montana**  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

Updated November 2010



## PRINTING E-GRANTS APPLICATIONS



Because applications are very large files, print requests go into a queue during the day and process at night when the system is not in high demand. Consequently, applications are not available immediately upon request.

### Day One

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
  - o Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* on the desired grant from the **Menu List** (opens the **Application Select** page).
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* the radio button next to the application to be printed.
5. *Click* the **PRINT ALL** button.
  - o A "Print all request pending by (name) (date) (time)" message displays to the right of the **PRINT ALL** button.
  - o An e-mail is automatically generated stating that the request for print has been received.
    - The application printout is not sent via e-mail.
  - o The printable application will be available the next day in the E-Grants System.

### Day Two

An automatic e-mail is generated when the application is ready for printing. To access the print-out follow these steps:

1. Follow Day One steps 1 - 4 to select the application.

Open Application

Review Summary

Payments

Printed Applications:

Alan Sempf 9/10/2010 8:13:04 PM

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
009-2010					
<input checked="" type="radio"/>	10-TitleIVB-A0 Amendment 1 - Columbia Falls	07-02-2009	08-20-2009	Final Approved <a href="#">View GAN</a>	08-20-2009
<input type="radio"/>	10-TitleIVB-A0 Original Application - Columbia Falls	05-21-2009	06-29-2009	Final Approved	06-29-2009

2. *Click* the blue hyperlink under "Printed Applications:"
  - o The requested application will display as a PDF document in a new browser window.
3. Use your browser's print function to *print* the application.



## PRINTING THE GRANT AWARD NOTICE (GAN)

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
  - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click* on the desired grant from the **Menu List** (opens the **Application Select** page).
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Click* the radio button next to the most recent application or amendment with a status of “Final Approved.”
5. *Click* the blue “GAN” hyperlink to the right of the “Final Approved” status on the **Application Select** page.
6. Follow the 4-step instructions on the **Grant Notification Award** page to view the GAN as a pdf document.

The GAN documents include the following information for the Prime Applicant:

- Program Name
- Federal Award Number
- Statutory Authority for the Program
- Revenue and Expenditure Accounting Codes
- Project Number
- Terms and Conditions of Award
- Project Period
- Reporting Due Dates
- Award Amounts (original and amended amounts)
- Approval Dates
- OPI Contact Information